



Annual Report and Consolidated Financial
Statements

31 March 2016

Charity Registration Number
1149326

Company Registration Number
07638065 (England and Wales)

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Reference and administrative details of the Charitable Company, its Trustees and Advisers

Trustees	Sister Ellen T Flynn (Executive Chair) Sister Moira Bain Sister Margaret Bannerton Mr John Drury Sister Kathleen Fox Sister Eileen Glancy Sister Kay Harte Sister Kathleen Kennedy Sister Mary T O'Connor Father Paul Roche Mrs Leona Roche Sister Theresa Tighe
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Charity registration number	1149326 (England and Wales)
Company registration number	07638065 (England and Wales)
Auditor	Buzzacott LLP 130 Wood Street London EC2V 6DL
Bankers	HSBC Bank plc Fenton House 85-89 New London Road Chelmsford Essex CM2 0PP
Solicitors	IBB Solicitors Capital Court 30 Windsor Street Uxbridge UB8 1AB
Investment managers	Kames Capital 4 th Floor 77 Gracechurch Street London EC3V 0AS

Trustees' report Year to 31 March 2016

The Trustees present their statutory report together with the consolidated financial statements of The Daughters of Charity of St Vincent de Paul Services (DCSVP Services) and its subsidiaries, St Vincent's Family Project, Out There Supporting Families of Prisoners, Vincentian Care Plus and St Joseph's Services Limited, for the year to 31 March 2016.

This report has been prepared in accordance with Part 8 of the Charities Act 2011 and constitutes a directors' report for the purposes of company legislation.

The financial statements have been prepared in accordance with the accounting policies set out on pages 37 to 43 of the financial statements and comply with the charitable company's Memorandum and Articles of Association, applicable laws and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (FRS 102), effective from accounting periods commencing 1 January 2015 or later.

Principal aims

The Daughters of Charity of St Vincent De Paul (the 'Congregation' or the 'Daughters of Charity'), a Roman Catholic religious congregation, established DCSVP Services in order to create a new charity and company structure for services and projects the Congregation runs currently or with which it has a founding relationship. DCSVP Services will help ensure that the long term future of the subsidiaries is secure.

As appropriate, projects which already have limited company and/or charity status will be invited to become subsidiaries of DCSVP Services, thereby creating a group structure and allowing for greater co-operation and an enriched relationship between subsidiaries.

It is intended that DCSVP Services will form an 'umbrella' to safeguard and deepen the Vincentian character and values of the Congregation's projects and services, assist in planning for long term sustainability, and assist with infrastructural needs and best practice in governance.

The objects of the charitable company as set out in the governing document are: *"in the spirit of St Vincent de Paul and are such charitable purposes as shall advance charitable work of the Congregation anywhere in the world as the Trustees with the approval of the Provincial shall from time to time think fit, provided that if at any time the Congregation shall cease to exist or shall cease to carry on any charitable work then for such other lawful purposes connected with the advancement of such similar charitable purposes as the Trustees shall determine"*.

Achievements and performance

Review of activities

The Daughters of Charity of St Vincent de Paul Services (DCSVP Services) is an initiative of the Congregation which formally brings together charities founded by the Sisters, and still associated with them, into a family structure (the Subsidiaries).

What all of these distinct charities and ministries share in common is a commitment to 'Vincentian Values', even though these may be interpreted and lived out in different ways within this broad Vincentian family. The Daughters of Charity are committed to maintaining their support and relationships with these charities and projects, and want to ensure the longevity and future of these individual charities and projects and, crucially, to safeguard the Vincentian ethos and charism that collectively drives them. DCSVP Services is now into its fourth year of full operation.

Business Plan

The Business Plan was developed to cover the period 2014-17 and sets four main outcomes. These outcomes are:

- 1) **An increased understanding of Vincentian values within all layers of participating Vincentian organisations and a sustained and faithful mission focus as the charities and projects pass increasingly from Daughters of Charity to lay leadership.**
- 2) **Robust and sustainable Subsidiaries in evidence delivering best quality services to people experiencing poverty.**
- 3) **Growth of a range of new anti-poverty initiatives beyond the original group of six Subsidiaries.**
- 4) **A more cohesive 'Vincentian voice' on UK social justice issues emerges and begins to bring its practice evidence to bear.**

If these four changes are successfully brought about then we would expect that there are **two main impacts** that DCSVP Services would ultimately deliver in the longer term:

- (1) To **secure the legacy** of the Daughters of Charity in the UK by acting now to inspire the continuity of Vincentian Values across Vincentian organisations founded by the Congregation, guided by a Daughters of Charity presence at pastoral and governance levels for as long as is sustainable.
- (2) To promote **systemic change** for people living in poverty as the Vincentian social action sector is taken more seriously to advocate with, and on behalf of, the marginalised in the UK.

Achievements and performance (continued)

Review of activities (continued)

Subsidiaries

DCSVP Services is working with six organisations that are in the process of becoming the Subsidiaries. Four of these have already joined with two in preparation as follows:

Entity	Status of Subsidiary
St Vincent's Family Project	Joined DCSVP Services in 2011.
Out There - Supporting Families of Prisoners	Joined DCSVP Services on 1 December 2014.
Vincentian Care Plus	Joined DCSVP Services on 1 December 2014.
St Joseph's Services	Joined DCSVP Services on 1 April 2015.
The Space	Planned to become a subsidiary of DCSVP Services from 1 April 2017.
Marillac Care	Joining date as a subsidiary is still to be agreed.

DCSVP Services provides the Subsidiaries with strategic, developmental, financial management and other infrastructural disciplinary services. Notwithstanding their not being legal subsidiaries of DCSVP Services, The Space and Marillac Care have full access to the services offered by DCSVP Services as their ethos and Vincentian values are fully aligned with those espoused by DCSVP Services.

Meetings with the Directors of each Subsidiary have been established and this will be an ongoing and growing arrangement. These events are developing relationships at Director level with outcomes of cross working and shared resources.

The Subsidiaries are doing well but will benefit greatly from the eventual expansion of the DCSVP Services team. It is interesting to note that all the services are now lay led. This signals part of our objective fulfilled. However, the Chairs are all Daughters of Charity apart from one. A little more to do yet from this point of view!

The Space has benefited greatly this year from a large funding grant. The Daughters of Charity of St Vincent de Paul Charitable Trust (the charity which administers the assets of the Congregation in Great Britain) has purchased a property to enable the work to expand and is currently investing in its refurbishment. This, plus the funding, will enable the current vision to be fulfilled and even exceed expectations.

Achievements and performance (continued)

Review of activities (continued)

Staffing

During the four years since DCSVP Services became operational, the two original members of staff have left. There has been much reflection on the experience of bringing two skilled lay people into the heart of a Religious Community. The expectations on the part of the staff and the Congregation have not always matched. The most recent member of staff left employment with DCSVP Services in October 2015 and since then there have been no employees. During the summer of 2015 a significant recruitment round was conducted to attract a skilled Director for DCSVP Services. The position was offered but after some reflection the person declined the offer. At almost the same time, the Executive Chair's role within the Congregation changed, leaving her less time for DCSVP Services. However, the coming months will see significant development in this area.

Below is the staffing structure for DCSVP Services about to be implemented.

Director of Mission: A Daughter of Charity has now been appointed to this post. She will lead the VIVAT programme and oversee the daily details of the charity.

Operations Manager: This post has been filled via a secondment from another Vincentian organisation, with the remit to fulfil the second objective of DCSVP Services regarding sustainable organisations and promoting shared best practice in the group.

The expertise of the DC Charitable Trust's Finance Director is purchased by DCSVP Services and similarly the support of the Administrator.

Fundraising and HR have been identified as areas of expertise greatly needed by the Subsidiaries. Funding has been found to employ a fundraiser and a job share with the Daughters of Charity of St Vincent de Paul Charitable Trust is proposed for HR. Both of these posts have now been filled.

Website

We are currently in the process of redesigning the DCSVP Services website, in order to provide a much more engaging and up-to-date online presence for the organisation. Given the positive experience of working with PMG Web Services Limited on The Daughters of Charity of St Vincent de Paul website, this company has been commissioned to develop the site. An important change to the current design will be to allow us to add new items to the site ourselves regularly and directly, allowing us to showcase some of the great work taking place across the organisation and the subsidiaries, and moving beyond the current static model of the site. The site, and appropriate social media accounts which will help direct traffic to it, as well as allowing us to engage with a wider audience, will be launched in the autumn.

Achievements and performance (continued)

Review of activities (continued)

VIVAT

This major work of DCSVP Services has continued to flourish this year. It is intended to ensure the transmission and longevity of Vincentian Values in the participating organisations, all of which have a founding relationship with The Daughters of Charity of St Vincent de Paul. It was launched at a conference in January 2014 with participants of fifteen Vincentian organisations coming together to explore ways of preserving Vincentian values in all their workplaces. The six potential Subsidiaries of DCSVP Services were joined by a number of other interested organisations. All these organisations continue to work together providing a great deal of enrichment and avoiding duplication.



The three task groups (Task Group A: Formation, Task Group B: Pastoral Planning and Task Group C: Organisational Embedding of Values) and the Core Group formed at the January 2014 VIVAT launch conference continued to meet until the autumn of 2015. They presented their work at the second VIVAT conference in June 2015.

Following the conference the Task Groups met for one final time when members of the groups decided that they had taken their work as far as they could. The decision was made to continue with the Core Group and to expand its membership.

From the work of Task Group A, an induction course for all employees has been completed and now piloted in Marillac Care and St Joseph's Services.

All Core Group members are involved and a team of Daughters of Charity and lay leaders has been recruited to assist with delivery of the course. A training day for this team was held in June 2016.

Each Subsidiary will receive a pilot in 2016 and this will be constantly re-taught as needed. Work is underway for a deeper Foundation course to be offered to all employees on a voluntary basis. In November 2016 a special course for Leaders is planned.

Once the pilot induction is complete, a booklet containing all material used in the course will be available to every individual. At present participants are being given pilot versions of the booklet which is evolving as the courses continue.

The 2016 VIVAT Conference took place on Thursday 7 July, bringing together almost 50 people from 15 organisations committed to the values of St Vincent de Paul.

Achievements and performance (continued)

Review of activities (continued)

VIVAT (continued)



In addition, a Pastoral Work model is being developed by a Daughter of Charity who has just graduated from The Margaret Beaufort Institute of Theology in Cambridge with an MA in Pastoral Theology; the subject of her Dissertation was Vincentian Pastoral Care. She grounds her work in praxis at St Joseph's Services, utilising work with the relevant Daughters of Charity and staff in the other Subsidiaries and VIVAT participants.

VIVAT Publications

In addition to the above conferences, a Symposium was held in November 2014 for the fifteen participating organisations in order to draft a 'Shared Statement of Vincentian identity and purpose'. This initiative was felt to be a key way of building a common understanding of shared identity across the organisations for the first time. The new statement is intended to stand alongside each organisation's own existing values statement in a complementary way and is designed to express the unity of the group for the first time.

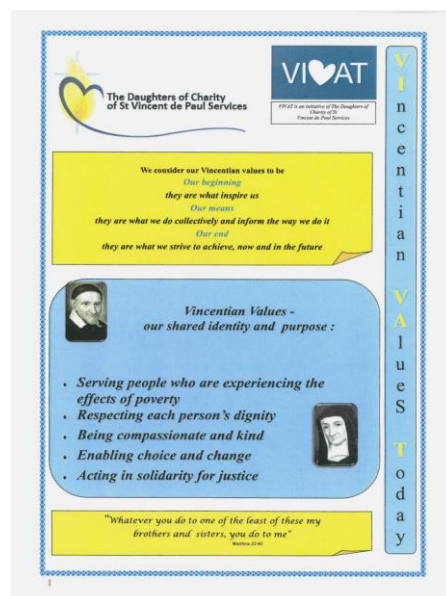
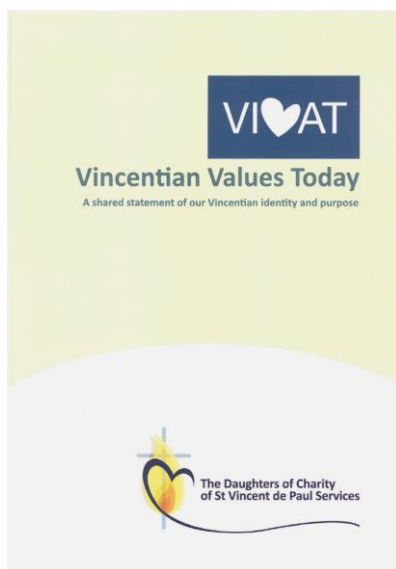
The shared values are:

- ◆ *Serving people who are experiencing the effects of poverty*
- ◆ *Respecting each person's dignity*
- ◆ *Being compassionate and kind*
- ◆ *Enabling choice and change*
- ◆ *Acting in solidarity for justice*

Achievements and performance (continued)

Review of activities (continued)

VIVAT Publications (continued)



The resulting publication has now been circulated to all participating projects. This will be used in future for recruitment purposes as well as in-house dissemination. Posters with the agreed shared values for display in projects and business card size cards for people to carry are in preparation.

Future Plans

In the next twelve months it is hoped that at least one more subsidiary will join the group.

The newly appointed staff team will be established.

Further Trustees will be appointed.

Work will begin on outcomes 3 and 4 of the Business Plan.

A fundraising strategy will be implemented on behalf of Subsidiaries and for DCSVP Services itself.

HR policy and practice will be reviewed across the group.

The work of the VIVAT Core Group will continue with formation for all workplaces and leaders and the development of a Foundation Course.

The Pastoral Work study and praxis will begin to be developed.

New offices for DCSVP Services to lease have been provided as part of the refurbishment of The Passage on Carlisle Place. An office is retained in the Provincial Offices in Mill Hill.

Activities and performance of the Subsidiaries

Out There Supporting Families of Prisoners

Mission and Values

Out There offers a supportive, compassionate and caring service to prisoners' families.

The overall aim is to protect the mental health and social wellbeing of individuals, families and dependants of prisoners and to eliminate their social exclusion through early intervention and self-help initiatives. Out There offers a continuum of care to families in Greater Manchester from arrest to post release helping them to be:



- ◆ less isolated;
- ◆ more resilient, stronger and able to support their imprisoned relative;
- ◆ more knowledgeable about the criminal justice system;
- ◆ emotionally stronger and more supported;
- ◆ in touch with community services that help with debt, finance, housing and other issues.

Review of activities

There were 253 new enquiries for information and support from families of prisoners across Greater Manchester.

46% of referrals were as a result of outreach sessions in the Visitor Centre at HMP Manchester. An Out There worker is there on two afternoons a week when family visits to prisoners take place. Out There is a friendly face able to reassure, answer questions and take families through the check in and security process. Once people have Out There's contact details they are encouraged to phone if they need more support.

30% of people contacted Out There directly by phone or email after seeing the service advertised or finding the website.

24% of people are referred to Out There by chaplains. The majority of these referrals were from HMP Manchester. Chaplains have described Out There's services as a lifeline; with conditions worsening in prisons they are under pressure and are glad of the reassurance they can give prisoners that there is a trusted service on the outside to help their family.

The Casework Service

This service is unique in providing a diverse range of community-based support to any family of a prisoner in Greater Manchester. For some families who contact Out There, having reassurance on the phone and answers to their questions is all the support they need. Others who have longer term, more complex needs or no help from family or friends are offered the casework service.

Activities and performance of the Subsidiaries (continued)

Out There Supporting Families of Prisoners (continued)

The Casework Service (continued)

The ten issues most often raised by families in the year were:

1. Concerns about a prisoner
2. Emotional wellbeing and mental health
3. Visiting prison and staying in touch
4. Health
5. Finance, debt, hardship
6. Feeling isolated with no support
7. Release and resettlement
8. Children and parenting
9. Sentencing
10. Legal

The impact of the work of Out There

From 1 April 2015 Out There moved from a paper based case work system to the Caseworker Connect Case Management database, which is used to log enquiries, casework actions, the issues raised by families and their progress towards outcomes.

Out There also began to use an outcomes tool with families to record their own assessment of their situation when Out There starts working with them and changes as a result of Out There's involvement. The improvements Out There has seen on follow up include a decrease in isolation and an improvement in emotional wellbeing. This is reinforced by feedback from events and the annual evaluation.

All families who attended a recent Wellbeing Day reported feeling happy, calm and relaxed when they left.

Specific outcomes achieved for families include:

Liaison with prisons / supporting prisoners

- ◆ liaised with prison staff to transfer an older prisoner to a specialist unit
- ◆ helped a prisoner apply for a move to another prison to better serve his mental health needs
- ◆ sorted out a health care appointment through PALS for a prisoner who was in a lot of pain
- ◆ successfully advocated for a family who had been trying for a considerable time to change the high security risk category of their family member

Activities and performance of the Subsidiaries (continued)

Out There Supporting Families of Prisoners (continued)

The impact of the work of Out There (continued)

Practical and financial help and hardship

- ◆ obtained household appliances, furniture and clothing from partner charities for families with very low income
- ◆ applied to charitable trusts and gained grants totalling £250 for families which they have used for essential items and towards settlement of debts
- ◆ received a grant of £1,000 from a Charitable Trust towards the Hardship Fund

Health, housing and social care

- ◆ obtained social care assessments for several vulnerable people
- ◆ liaised with social care to get care which had been removed reinstated
- ◆ prevented the eviction of a vulnerable disabled client
- ◆ liaised with a housing provider on behalf of a client who was paying too much Bedroom Tax resulting in a payment being made to her
- ◆ referred a family for a Carers Assessment, which enabled them to carry out essential home alterations and purchase a computer

Looking to the future

The aim of Out There in the next year is to:

- ◆ consolidate the existing service, maintaining funding of core work and staff salaries
- ◆ explore new areas of work including release and resettlement support for families
- ◆ develop the role of volunteers by recruiting and training new volunteers
- ◆ continue to develop data collection and outcomes monitoring to strengthen evidence of the impact of Out There's work
- ◆ get more feedback from users and encourage more service users to become involved in decision making, as volunteers, trustees and family Befrienders

Activities and performance of Subsidiaries (continued)

St Vincent's Family Project

Principal aims

St Vincent's Family Project aims to support families in Westminster especially those who are experiencing difficulties. The Project aims to address the issues of parenting, child welfare and social exclusion by providing services for parents and children. The Project works with vulnerable families who are experiencing deprivation and the wider effects of poverty. It aims to offer an experience of community that inspires, supports and enables positive change in the lives of those who use its services.

Review of activities

Family Space

The Family Space offers a varied programme of activities to support pre-school families and lay strong foundations for parenting and family life. Family Space offers a variety of accredited parenting programmes, support groups, healthy living courses, drop-in sessions, voluntary-led sessions of alternative therapy and yoga, Dance Movement Therapy (1-to-1 and groups sessions), arts & crafts, baby massage, inclusion programmes of events and outings and outreach within the community and at Children's Centres to those that are hard to reach and engage. Last year 125 families from over 42 ethnic backgrounds (147 parents and 199 children) accessed Family Space. St Vincent's Family Project has on record 228 families who have been part of the family community within the last few years. The majority of client families come from the deprived parts of South Westminster. In Churchill Ward, 43% of children were living in income-deprived households in 2010. This is the fourth highest ward level in Westminster. Overall, 35% of Westminster children live in poverty. 96% of participants say they came to the Family Space because they were isolated and needed to connect with other families and to access much needed support. This isolation is a result of a number of factors. For example, 77% of the parents say English is their second language and others have no immediate family living nearby and are without support networks. 27% were single parent families and 88% live in social housing. Other compounding issues include those who have experienced domestic violence or abuse, mental health issues and relationship breakdown. The majority of the vulnerable families are in receipt of benefits. All of this is set within a context of being in the historical centre of the city, a concentration of wealth and political power, and which has the highest per capita discretionary income within the country. Within this backdrop, some of the families are unable to buy toys or toothpaste for their children.

Activities and performance of Subsidiaries (continued)

St Vincent's Family Project (continued)

Review of activities (continued)

Art and Drama Space (AnD Space)

St Vincent's Family Project has provided Art and Drama therapy for vulnerable children across Westminster aged 4 – 13 for a decade. The programme employs licensed Creative Arts Therapists to work with children in the process of being adopted, in foster care, or who are experiencing emotional distress through hardship and are at risk of underachieving. The programme, called Arts and Drama Space (AnD Space) offers qualified Art and Drama Therapists during school term time. The therapeutic sessions are arranged in co-operation with other professionals and with the agreement of parents. The AnD Space children are referred through Westminster primary schools, Children's Centres and Social Services. The project also works with local universities to support their students who are pursuing roles in psychology to do their supervised placements and work with the children that AnD Space sees. During the year AnD Space offered Art and Drama therapy to 21 children from the Westminster area and local schools. A total of 350 sessions (1-to-1 and groups) helped children face their troubling emotions and as a result most were better able to focus on their school work and create and sustain meaningful relationships with their peers and elders.

Safe Space

Safe Space is a child contact service to enable children whose parents have separated to maintain meaningful contact with their non-resident parent. The centre provides a safe and supervised environment with toys and equipment where a child can meet their non-resident parent in order to maintain a relationship with them.

Families who have experienced relationship breakdown are referred to Safe Space because the non-resident parent (usually the father) has applied to the courts for contact and been granted an order to that effect. The court process is invoked when parents cannot agree on contact arrangements. They are typically in conflict. There may be a history of domestic violence, abuse, substance misuse, or other risks, such as inadequacy in parenting. These factors make it unsafe to let children spend time with parents unsupervised.

It is now generally recognised that children thrive best when they have meaningful contact with both parents. Safe Space arranges contact sessions that are usually two hours in length although they can be shorter dependent upon the age of the children and the circumstances. Frequency varies but alternate Saturdays is typical. Preparatory sessions are also arranged to help parents separately prepare to work in cooperation to attend the contact sessions. Similar sessions are also arranged with the children where possible in order to listen to any fears and concerns they may have and reassure them their views have been listened to.

Activities and performance of Subsidiaries (continued)

St Vincent's Family Project (continued)

Review of activities (continued)

Safe Space (continued)

Due to capacity restrictions with resource and staff, St Vincent's Family Project only took referrals from CAFCASS (Children and Family Court Advisory and Support Service) managed by the Ministry of Justice for supervised cases and handovers during this past year. A new contract was signed with CAFCASS in March 2015, but the Family Project was unable to attract the needed amount of additional donors to keep the programme viable. The Family Project was contracted to work with 30 families as part of the CAFCASS contract, and it had another seven families that were long-term handovers or historical cases via Social Services or private referrals. Thus, the total number worked with over the past year was 37 families.

In April 2016, due to the lack of funding for the entire programme the Family Project shut the Contact Centre and made the seven Safe Space staff redundant. This was very unfortunate, as this much-needed service had been in operation for nine years, was unique to Central London and was providing a very meaningful and needed support and guidance system for parents to find ways to co-parent despite the entire family no longer living together.

Future plans

Through 2016/17 St Vincent's Family Project will aim to achieve the following objectives:

- ◆ Demonstrate and instil Christian Vincentian values throughout the service.
- ◆ Develop the three services of Family Space programmes, Creative Arts Therapy and Volunteer Space whilst determining and responding to the needs of the client children and families.
- ◆ Develop and build staff, volunteers and student interns, investing in their good practice and providing ways of skill enhancement and growth.
- ◆ Continue to add to the Board of Trustees individuals who are supportive of the mission and can bring skill sets and targeted knowledge to the work at hand. Also to seek out Ambassadors or Patrons who can help increase the charity's profile and assist with marketing and fundraising efforts.
- ◆ Continue to expand the vibrant Creative Arts Therapy programmes, charging realistic fees for the services without compromising the policy of making services available to everyone regardless of their ability to pay.

Activities and performance of Subsidiaries (continued)

Vincentian Care Plus

Principal aims and activities

The principal aim of Vincentian Care Plus is to assist those in need of home care by the provision of a home care visiting service.

Review of the period

2015/16 has been a challenging year for Vincentian Care Plus not least because of the new structure put in place by Westminster and certain of the other London Boroughs for the provision of home care and the consequential revised funding arrangements. At the beginning of the year a new contract for the provision of Home Care was devised and providers were invited to tender. Compared to the infrastructure that the charity had become used to, the new contract presented something totally different with a new approach to the organisation of home care. The Boroughs would be divided into nine 'patches' (i.e. geographical areas) based on an approximate number of care hours delivered in each patch.

This concept of organising home care into patches is based on best practice models. The benefits are:

- ◆ Providers can schedule their work in a defined area and ensure home care workers do not have unreasonable travel time between visits.
- ◆ There can be more emphasis on people being recruited from the local community.
- ◆ Providers get to know the local community and voluntary sector services in their patch so that they may assist people to make the most of what is available in their area.
- ◆ Referral agencies across health and social care will be clear which provider is responsible for each area.
- ◆ There will be stronger relationships to help improve services as there will be fewer contracted providers.
- ◆ There will be a more consistent application of safeguarding policies.

During the course of the calendar year 2014, the trustees of Vincentian Care Plus Limited had to think long and hard before deciding whether or not to submit a tender given that the charity is a small to medium sized home care provider. It had been providing care under the Westminster Framework Agreement since 2010 but there was a need to ensure that the charity was ready and able to take on the new challenge. However, the thought of the charity's carers, a number of whom had been with the charity for more than 9 years and who helped develop the service with compassion and dignity, and the service users, encouraged the trustees to be positive. If the charity did not submit a tender application, it would have risked losing all of its Westminster Borough care packages.

The trustees decided to submit a proposal for a contract by joining with and working with two Companies (Verilife and Westminster Society) who shared some of the charity's values, systems and ways of working.

Activities and performance of Subsidiaries (continued)

Vincentian Care Plus

Review of the period (continued)

In 2015/16 Vincentian care Plus Limited heard that the submission had been successful and the charity and its partners were awarded a contract for the provision of home care in Westminster. The delivery of the contractual terms has been a challenge and continues to be so. This was inevitable given the major changes that the new contractual arrangements have brought, the new communication and IT systems that are needed to ensure sound delivery of high quality care and the general restructuring and logistical difficulties that have had to be resolved. Throughout the year and post year end, the charity has had the support – both emotional and financial – of the Daughters of Charity of St Vincent de Paul. Whilst there are still a number of hurdles to be crossed, the trustees have a detailed financial and strategic plan to help the charity overcome the challenges it faces and they are confident that the charity will be able to deliver fully on its contractual obligations and continue to provide excellent support to its service users.

Celebration of VCP and 10 years of Service



Vincentian Care Plus came together at Holy Apostles to celebrate Christmas and also 10 years of Home Care service for VCP, and to give thanks for all the achievements over the past 10 years.

Befriender Service

This is the PLUS of the VCP service as it brings such joy to the lives of the service users. Below find quotes from a few satisfied customers:

101 year Lady said she had a wonderful befriender who helped her keep in touch with the outside world. She looks forward so much to the visits, they discuss the daily happenings in the news and the papers. "I was reluctant to have a befriender in the beginning and now I don't know what I would do without her." The befriender was off sick for some time and this was a great sadness to G.

"I am getting very forgetful now but I never forget Tuesday as that is the day that my angel comes and she brings such joy to my life. Since my only daughter died I have been very lonely but having a befriender now is wonderful. Thanks."

Activities and performance of Subsidiaries (continued)

Vincentian Care Plus (continued)

Befriender Service (continued)

Another service offered is that a volunteer visits each service user on their birthday and gives them a card with a cake or plant. This is a very valuable and personal recognition of their personhood and for some of the service users they have nobody to remember their birthday.

At Vincentian Care Plus they believe everyone has something to give.

Vincentian Care Plus believes in the unique contribution that befrienders make to the Service. No particular qualifications are required, just a willingness to make a reliable commitment and a difference in a person's life; a desire to meet new people, make new friends, learn new skills but above all join in recognising and celebrating everyone's uniqueness and potential.

Pastoral Care

During the year 2015/16, 22 of the service users died. Management and carers known to these service users always attend their funerals and offer condolences to the families and support them to the end.

Future developments

At the beginning of May 2016, Westminster Borough Council reviewed the performance of VCP against a number of criteria and, as a consequence, raised a number of concerns. A two month Improvement Plan was agreed with the Council and implemented by VCP. In addition, in July 2016 a planned visit by the Care Quality Commission (CQC) took place. During this visit (which focussed on the past in addition to the present), a number of issues were raised, specifically in respect to safeguarding. An Action Plan was agreed by the Trustees in September 2016 and forwarded to the CQC and Westminster Borough Council. The CQC will revisit VCP and follow up on the Action Plan and its implementation before the end of March 2017. In the meantime, the Trustees are satisfied that the Action Plan is being implemented in full and that progress is being made.

The charity intends to continue to work towards delivering on its contractual obligations and providing an excellent service to those who rely on it. The change in the contractual arrangements coupled with the challenges of recruiting high quality carers, has always meant that 2016/17 would not be easy. Financially, the year will be testing and there will be a real need for careful budgeting and the monitoring of cash flow. The trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust have confirmed that they will continue to provide financial and other support to the charity in the short to medium term to enable it to remain a going concern and to give it time to adapt to the new funding culture.

Activities and performance of Subsidiaries (continued)

St Joseph's Services

Principal aims and activities

St Joseph's Services' primary aim is to support adults with a learning disability to live independently in their own homes and be integrated into the community. Everybody who uses St Joseph's Services has different outcomes and objectives that they want to achieve.

Inclusion and involvement in strategy and operations

St Joseph's Services values all of the input and involvement of the people it supports in contributing to the strategic future of the organisation and their work translating the strategy and policies into easy to read, accessible documents.

The people it supports are involved in recruitment throughout St Joseph's Services and participate in all interviews. The induction process for staff members includes a session from people it supports specifying what makes a good support worker.

St Joseph's Services is committed to the National Involvement Network (NIN) Charter for Involvement. Representatives from St Joseph's Services attend the NIN meetings and contribute to the further development of the Charter. One of the people it supports spoke at the closing plenary of the Scottish Housing Support Conference with the CEO of Arc Scotland highlighting the positive impact that NIN has had on St Joseph's Services.

Accredited Living Wage Employer

As of 1 October 2016 all support providers in Midlothian are required to be living wage employers. St Joseph's Services has been able to achieve this in advance of the requirement and has received recognition for achieving this status.

The First Minister of Scotland, Nicola Sturgeon, visited St Joseph's Services to celebrate its achievement of becoming a living wage employer in February 2015. This visit was recorded and featured on the local and national news.

Learning and Development

St Joseph's Services is committed to the continual training and development of the workforce. There is a well-established training programme which has been designed to ensure that all training requirements are met throughout the year. All staff are provided with the opportunity to continually develop their skills and practise and are offered ongoing supervision and support from their line manager. This ensures that not only regulatory requirements from the Scottish Social Services Council (SSSC) and the Care Inspectorate are achieved, but St Joseph's continues to uphold the values and the continued improvement of quality delivery.

As the physical and health needs of the people it supports have changed, St Joseph's has responded to this by accessing appropriate health needs training facilitated by Lothian Health, e.g. peg feeding, tissue viability and caring smiles.

Activities and performance of Subsidiaries (continued)

St Joseph's Services (continued)

Learning and Development (continued)

14 candidates successfully achieved their Scottish Vocational Qualification (SVQ) award in 2015/16. There are ongoing opportunities for staff to complete an SVQ in line with SSSC registration requirements.

Service Expansion Opportunities

St Joseph's has been commissioned by Midlothian Council to re-provision a service in Dalkeith called Garvald Glenesk. This commenced on 1 April 2016 and will offer an opportunity to expand the service provision.

Pastoral Care

Pastoral care for people it supports, families and staff members has remained at the heart of St Joseph's pastoral care practice. The pastoral team has been strengthened and is involved in the wider development of pastoral care within the Vincentian family.

Wider Community Benefits

The primary role of St Joseph's Services is to support adults who have a learning disability to live independently and engage with their community. This promotes social integration and co-operation, providing diversity within the community and builds relationships between neighbours.

St Joseph's Services is a large and well established reputable Midlothian Third Sector Support Provider employing predominately local residents. St Joseph's Services engages with local schools offering both voluntary opportunities to young people as well as providing information and education about living with a learning disability - this reduces stigma and promotes acceptance and inclusion.

The last financial year has been one of transition for the organisation having become an independent entity for the first time in 90 years of existence. Significant work has been undertaken not only to ensure all of the relevant policies and strategies are in place to facilitate this change but also to safeguard the core Vincentian Values and ethos of St Joseph's Services. With the appointment of a new Director of Services and the continued establishment of a new trustee base, St Joseph's Services is going to be in a period of transition in 2016/17 financial year. However, this well managed and structured transition will provide a strong foundation for St Joseph's Services ensuring that it is moving 'Into the Future with Hope' with long term security, viability and growth.

Activities and performance of Subsidiaries (continued)

St Joseph's Services (continued)

Future plans

The previous year has been one of transition for St Joseph's Services - becoming an independent charity, the appointment of a new Board of Trustees and the recruitment and appointment of a new Director of Services. These fundamental changes in status and leadership are now embedded within the organisation enabling a clear focus on strategic planning and operational implementation in the next year.

In 2016 St Joseph's Services will:

- ◆ Work with Midlothian Council to further develop and implement Self Directed Support. Further discussion will be undertaken with the other Local Authorities.
- ◆ Review the Business Plan and begin the planning and drafting of the new business plan 2017-2020 through a series of consultation events with people we support, trustees, staff, families and stakeholders.
- ◆ Recruit and appoint additional trustees to the board - expanding and diversifying the current skills and membership of the trustees.
- ◆ Review the structure and roles within the Administration Department within St Joseph's Services - expanding the current team to reflect the increasing demands on the department.
- ◆ Continue to maintain registrations for Care Home Support Staff with the SSSC and begin planning and preparation with appropriate systems and resources for all housing support / care at home support staff members to be registered.
- ◆ Increase fundraising and new funding streams to support non statutory provision.
- ◆ Re-provision the Garvald Glenesk Care Homes - finding appropriate accommodation and providers for the 12 adults with a learning disability currently living in a Care Home model of care.
- ◆ Implement the communication strategy with particular focus on developing a presence within Social Media.
- ◆ Work to achieve Practical Quality Assurance System for Small Organisations (PQASSO) accredited status.
- ◆ Increase the national profile by participating in working groups, consultation events, conference planning and conference and event attendance

Financial review

A summary of the results of the charity and its Subsidiaries for the year to 31 March 2016 is given on page 34.

During the year, income totalled £7,538,044 (2015 - £1,123,404). On 1 April 2015 St Joseph's Services Limited became a subsidiary and its income for the year amounted to £5,746,124. Included in this income was an exceptional donation of £1,744,157 being the value of the assets donated to St Joseph's Services on incorporation by The Daughters of Charity of St Vincent de Paul Charitable Trust. Also in 2015 two subsidiaries joined the group on 1 December 2014 - Out There Supporting Families of Prisoners and Vincentian Care Plus. Therefore only four months income and expenditure is included in the accounts of the group in the year to 31 March 2015. The income for these two subsidiaries amounted to £1,257,990 (2015 - £370,284).

Resources expended amounted to £5,399,436 (2015 - £705,792). The expenditure relating to St Joseph's, which became a subsidiary on 1 April 2015, amounted to £3,904,999 (2015 - £nil). The expenditure of the two subsidiaries which joined the group as from 1 December 2014 amounted to £1,151,661 (2015 - £321,347).

Unrealised losses in the year amounted to £54,331 (2015 gains of £147,615).

Reserves policy

The Trustees have examined the requirement for free reserves i.e. those unrestricted funds not invested in tangible fixed assets, designated for specific purposes or otherwise committed. The Trustees consider that, given the nature of the charitable company's work, and the need to respond to unforeseen emergencies, the level of free reserves should at least be equivalent to between six and twelve months' expenditure. The Trustees are of the opinion that this provides sufficient flexibility to cover shortfalls in incoming resources, adequate working capital to cover core costs, and will allow the charitable company to meet its commitments and respond to unforeseen emergencies.

Financial position

The balance sheet shows total reserves of £4,705,584 (2015 - £2,621,307).

The investment fund amounting to £2,046,308 (2015 - £2,100,639) is represented by investments acquired from monies donated by The Daughters of Charity of St Vincent de Paul Charitable Trust with a principal objective of investing the funds and of at least maintaining the absolute value of the capital at all times and with a secondary objective of generating income. The capital may be applied towards meeting expenditure should the financial position of the charity require this and provided there is consultation with the Trustees of The Daughters of Charity of St Vincent de Paul Charitable Trust.

Other restricted funds held for specific purposes, as specified by the donors, amounted to £216,852 at 31 March 2016 (2015 - £91,372) (note 13).

Financial review (continued)

Financial position (continued)

In addition, the Trustees have identified the net assets used by each Subsidiary and set them aside at group level as designated funds. The amounts set aside are £66,065 (2015 - £37,664) for the work of St Vincent's Family Project, £231,784 (2015 - £177,967) for the work of Vincentian Care Plus, £91,919 (2015 - £40,573) for the work of Out There Supporting Families of Prisoners and £1,841,125 for the work of St Joseph's Services Limited.

Funds available to support the work of the charitable company in the future are shown as general funds on the balance sheet and amount to £211,531 (2015 - £173,092). This figure needs to be considered in the light of the charity's annual expenditure. The Trustees are of the opinion that this level of free reserves meets the requirement of the reserves policy. Over the next couple of years it is the intention of the Trustees to continue to build up these reserves as the charity's work develops, through raising funds and controlling expenditure.

Investment policy – listed investments

The charitable company has a portfolio of listed investments which had a market value of approximately £2.05 million at 31 March 2016 (2015 - £2.1 million).

The listed investments are managed by Kames Capital which operates within specific guidelines which are set out and regularly reviewed by the Trustees.

There are no restrictions on the charity's power to invest.

The Trustees have determined ethical restrictions as to how the charitable company's funds are invested.

The funds shall not be invested in any of the following:

1. Any company with "over 10% of turnover from military sales" (as identified through the use of the Ethical Investment Research Services ("EIRIS") software from time to time);
2. Any company conflicting with the "Sanctity of Life" (as identified through the use of Ethical Investment Research Services ("EIRIS") software from time to time);
3. Companies connected to the tobacco industry (as identified through the use of the Ethical Investment Research Services ("EIRIS") software from time to time);
4. Companies whose policies are found to be racially discriminatory against people of varied ethnic and racial backgrounds that have been historically disadvantaged;
5. Companies that own or operate nuclear power stations;
6. Companies whose policies are found to be discriminatory against women;
7. Companies that operate/own casinos or gambling arcades or derive more than 10% of their revenue from gambling activities;

Financial review (continued)

Investment policy – listed investments (continued)

8. Companies that operate in Category A countries (as defined by EIRIS Observer/Freedom House) but have no evidence of policies to manage human rights issues;
9. Companies that derive greater than 10% of their revenue from products or services intended exclusively to appeal to a prurient interest in sex or pornography.

On a more positive note, the Trustees try to invest in environmentally friendly companies and those with positive philanthropic activities.

The investment strategy is set by the Trustees and takes into account income requirements, the risk profile and the investment managers' views of the market prospects in the medium term. The overall investment policy is to at least maintain the absolute value of the capital at all times with a secondary objective of generating income.

The Trustees, or representatives of the Trustees, meet with the investment managers four times a year to review the performance of the portfolio and the investment strategy.

During the year the charity's listed investments achieved an income yield of 3.54% (2015 – 4.01%). The investments decreased in value due to market nervousness and volatility, the capital yield for the year being minus 2.59% (2015 – positive 7.56%). At the end of the year the charity's portfolio of listed investments comprised 100% (2015 – 100%) UK fixed interest unit trusts. Throughout the year the Trustees have continued to liaise closely with the charity's investment advisers and seek their advice. The Trustees consider that the performance demanded by their investment policy will be achieved in the medium to long term.

Governance, structure and management

Governance

The Trustees are delighted to welcome Leona Roche who joined the Board in July 2015. Leona is a qualified lawyer and has experience in advising a broad range of charities and social enterprises, and particularly enjoys working with membership organisations and faith-based organisations. The Trustees are grateful to Michael Kelly for the enthusiasm and skill he brought to the organisation and wish him a happy retirement. Sister Marie Raw left the Trustees to take up a new position and we pay tribute to her as a founding Trustee of DCSVP Services.

DCSVP Services Trustees work to ensure that, in keeping with the Articles of each organisation, there are two Daughters of Charity with relevant experience on the Board of Trustees of each subsidiary. These are currently all in place. A Trustee is also allocated to each Subsidiary to act as a link with DCSVP Services, particularly since during this period DCSVP Services has had no full time employed staff. These link Trustees present the report on each subsidiary at the Trustee meetings, having visited the project and worked with the Director on their report. A quarterly reporting system has been established, each Subsidiary providing a report and any relevant supporting documentation for the quarterly DCSVP Services Trustees' meetings.

Governance, structure and management (continued)

Governance (continued)

Annual meetings are held for the Trustees of all Subsidiaries with DCSVP Trustees. The 2015 meeting included a training session on Consolidated Accounting as very few Trustees had previously belonged to a group structure. Another Trustee training event is planned for 2016.

The names of the Trustees who have served since the 1 April 2015 are as follows:

Trustees	Appointed/Resigned
Sister Ellen T Flynn	
Sister Moira Bain	
Sister Margaret Bannerton	Appointed 21 June 2016
Mr John Drury	
Sister Kathleen Fox	Appointed 23 November 2015
Sister Eileen Glancy	
Sister Kay Harte	
Mr Michael Kelly	Resigned 21 March 2016
Sister Kathleen Kennedy	
Sister Mary T O'Connor	
Sister Marie Raw	Resigned 30 September 2015
Mrs Leona Roche	Appointed 20 July 2015
Father Paul Roche	
Sister Theresa Tighe	

Brief biographical details on each of the Trustees in office at the date on which this report was approved are given below:

Sister Ellen Flynn

Sister Ellen is a member of The Daughters of Charity of St Vincent de Paul and formerly worked as the CEO of The Passage for nine years, helping homeless people in Central London. During that time she developed skills in charity management, governance, fundraising and project development as well as networking across London in all sectors of business and society. Prior to this, Sister Ellen has a background in education, initially working with disadvantaged young people in inner city schools, and later in adult formation including group facilitation, liturgy, music and management with the Christian Church.

Sister Moira Bain

Sister Moira entered The Daughters of Charity in 1968. Her early ministry was child care and she worked in various residential school settings and children's homes. A short period of three years was spent in Romania overseeing five children's homes for children who were HIV positive. Sister also has experience in Parish ministry and is trained in Pastoral Leadership. She was instrumental in setting up and managing an organisation offering pastoral care to families of prisoners.

Governance, structure and management (continued)

Governance (continued)

Sister Margaret Bannerton

Sister Margaret Bannerton entered the Daughters of Charity of St Vincent de Paul in 1965. Initially she worked in Childcare and received a Certificate in Residential Care of Children and young people. She also holds a Bachelor of Philosophy degree in Educational Studies. She worked with the Catholic Children's Society and set up a Family Centre in the East End of London and a Credit Union in the East End of Glasgow. For the last ten years she was the Director of a homecare service in Westminster. She was involved for nine years in Province Leadership and was appointed Provincial Bursar in June 2016.

Mr John Drury

Qualifying as a solicitor in 1980, John moved from private practice in 1990 to work as an in-house lawyer for a multi-national organisation, COFRA Holding AG, where he is still engaged. In 2001 he became UK Head of Legal and has broad corporate experience including the financial regulatory sector and private equity fund formation. Latterly, in 2013 John assumed the role of Operations Director Legal and has developed and run a number of group wide strategic projects aimed at increasing effectiveness and efficiency of the legal function.

John has been a member of the COFRA Foundation committee since 2009 and has taken particular interest in several charitable projects funded by the Foundation. He has also worked with a UK charity assisting in change management including strategic focusing, business plan development and enhancing trustee engagement.

Sister Kathleen Fox

Sister Kathleen Fox has been a member of The Daughters of Charity of St Vincent de Paul for over 40 years. She trained as a nurse for people with learning disabilities, and then as a general nurse. She worked for many years in St Joseph's, Rosewell and with the introduction of the Community Care Act in 1992, was part of the team in the re-provisioning of the Service. She did further training and holds a degree in Advanced Nursing and Healthcare Chaplaincy. Sister Kathleen also worked for a number of years in a hospice and has trained in palliative care.

Sister Eileen Glancy

Sister Eileen Glancy entered The Daughters of Charity of St Vincent de Paul in 1968. Having worked in childcare, she then qualified for teaching, receiving a B.Ed. degree and subsequently a diploma in the education of deaf children. She spent seven years teaching in a residential school for children with hearing impairment and a further three years teaching in a unit attached to the school for children with additional disabilities. Sister Eileen was then involved for nine years in the leadership team of the Province, after which she moved into parish administration, pastoral and catechetical work in parishes in Scotland. She served as Provincial Bursar of the British Province of the Congregation from September 2006 to August 2016.

Governance, structure and management (continued)

Governance (continued)

Sister Kay Harte

Sister Kay Harte entered the Congregation in 1967 and is currently working in the offices as secretary to the Provincial. After training as a rehabilitation worker for the visually impaired and interpreter of deaf/blind people, she worked in managerial positions in Glasgow and Liverpool. Prior to moving to Provincial House, she was manager of a community care home for elderly sisters.

Sister Kathleen Kennedy

Sister Kathleen Kennedy entered The Daughters of Charity of St Vincent de Paul in 1966. She worked in residential child care for fourteen years after which she ran a pre-school group in a primary school setting. She qualified as a teacher with Bachelor of Arts with Qualified Teacher Status (BAQTS) and taught in an inner city primary school for sixteen years. She worked as part of a city wide Evangelisation team in Hull before being appointed to the Provincial Council.

Sister Mary T O'Connor (Sister Mai O'Connor)

Sister Mai O'Connor entered the Congregation in 1964 and after training in childcare she worked with children for six years. She then went into nursing where she qualified as a SEN and RGN. After qualifying as a nurse she worked with the elderly for 14 years as manager of a residential care home before being transferred to a country in the developing world where she used her skills for the next eight years. Sister Mai was then appointed as Director of Services at St Joseph's, Rosewell, a service for people with learning disability. When appointed to the Provincial Council in November 2008 she had to resign from this post.

Mrs Leona Roche

Leona is a solicitor who qualified in 2002, and who has worked at Bates Wells Braithwaite since 2007 advising charities and social enterprises on a range of commercial, company and charity law issues. She enjoys governance and constitutional work, as well as transactional work such as incorporations and mergers. She is joint head of BWB's Faith Based Organisations Group and regularly advises faith-based charities, in particular Christian charities.

Leona is a married mother of two young daughters. She is passionate about her Catholic faith and passing it onto her children and sharing it with others. She is involved with lay ministry in her local parish and enjoys opportunities to speak at adult prayer groups and events on faith matters.

Father Paul Roche

Father Paul is a Vincentian Priest with long years of experience as a missionary in Africa and Eastern Europe.

He is a well practised founder of charitable activities and accomplished in all aspects of project management. He currently leads on international community taking care of minority groups in Central London. His work has taken him into areas of conflict demanding clear vision and commitment to values.

Governance, structure and management (continued)

Governance (continued)

Sister Theresa Tighe

Sister Theresa has been a member of The Daughters of Charity of St Vincent de Paul for many years. Her training is in youth and community work and in pursuing that she provides a short counselling course as a way of supporting young people. Most of her experience has involved working with young people with disabilities and their families. She has also engaged with children and families through parish ministry.

Statement of Trustees' Responsibilities

Company law requires the Trustees to prepare financial statements for each financial year which give a true and fair view of the state of affairs of the charitable company and of the group and of the income and expenditure of the charitable company and of the group for that period. Under company law the Trustees must not approve the financial statements unless they are satisfied that they give a true and fair view of the state of affairs of the income and expenditure of the charitable company and/or the group for that period.

In preparing these financial statements, the Trustees are required to:

- ◆ select suitable accounting policies and then apply them consistently;
- ◆ observe the methods and principles of Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable to the United Kingdom and Republic of Ireland (FRS 102);
- ◆ make judgements and estimates that are reasonable and prudent;
- ◆ state whether applicable United Kingdom Accounting Standards have been followed, subject to any material departures disclosed and explained in the financial statements; and
- ◆ prepare the financial statements on the going concern basis unless it is inappropriate to presume that the charitable company will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charitable company and enable them to ensure that the financial statements comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charitable company and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Governance, structure and management (continued)

Statement of Trustees' Responsibilities (continued)

Each of the Trustees confirms that:

- ◆ so far as the Trustee is aware, there is no relevant audit information of which the charitable company's auditor is unaware; and
- ◆ the Trustee has taken all the steps that she or he ought to have taken as a trustee in order to make herself or himself aware of any relevant audit information and to establish that the charitable company's auditor is aware of that information.

This confirmation is given and should be interpreted in accordance with the provisions of s418 of the Companies Act 2006.

Group structure

DCSVP Services currently has four subsidiaries:

1. St Vincent's Family Project, (Company Registration Number 07638620 (England and Wales) and Charity Registration Number 1142095).
2. Out There Supporting Families of Prisoners (Company Registration Number 6239170 (England and Wales) and Charity Registration Number 1120342).
3. Vincentian Care Plus, (Company Registration Number 5321333 (England and Wales) and Charity Registration Number 1112473).
4. St Joseph's Services, (Company Registration Number SC500182 (Scotland) and Charity Registration Number SC045482).

The assets, liabilities and activities of these charitable companies have been consolidated into these financial statements.

Key management personnel

The trustees consider that they together with the Finance and Business Director comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

During the year the Chair of Trustees has been personally directing the Charity and as a trustee no salary has been drawn. The Finance and Business Director's time is donated by the Daughters of Charity of St Vincent de Paul, Charitable Trust, and therefore there were no staff costs for the key management personnel of DCSVP Services during the year.

Key Management personnel of subsidiaries

St Joseph's Services - The Trustees consider that the Trustees, The Director of Services, the Quality Workforce Development Leader and the Practice Development Leaders are the key management team being those with the authority and responsibility to direct and control the charity.

Governance, structure and management (continued)

Key management personnel of subsidiaries (continued)

Vincentian Care Plus Limited – The key management personnel are the Trustees, Chief Executive and Registered Manager. The Chief Executive is responsible for the Service and is accountable to the trustees of the charity. The Chief Executive is supported by the Registered Manager who is responsible for the day-to-day management of the Service, the service users and its staff.

St Vincent's Family Project – The Trustees consider that they together with the Management Team comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis. The Management Team consists of the Director, Assistant Director Family Space Manager, Volunteer and Finance Manager and Manager for Creative Arts Therapy.

Out There Supporting Families of Prisoners Limited – The Trustees consider that they together with the Director comprise the key management of the charity in charge of directing and controlling, running and operating the charity on a day to day basis.

The remuneration policy for employees of all subsidiaries is to match the skills, experience and qualifications of each position consistent with a framework allowing market levels in the locality of the employment base. Pay is reviewed annually by the Trustees of each Subsidiary.

Employees

DCSVP Services has always been and remains committed to opposing discrimination in its many forms. To further this commitment, the management teams throughout DCSVP Services ensure that recruitment and selection policies avoid direct or indirect discrimination and comply with all relevant legislation. The aim is to ensure that all employees are aware of and understand DCSVP Services' equal opportunities policies and are familiar with the legal framework.

Risk management

In line with the requirement for Trustees to undertake a risk assessment exercise and report on the same in their annual report, the Trustees have looked at the risks the charity currently faces in Britain and have reviewed the measures already in place, or needing to be put in place, to deal with them. The Trustees have identified five main areas where risks may occur:

- ◆ Governance and management
- ◆ Operational
- ◆ Financial
- ◆ Reputation
- ◆ Laws, regulations, external and environment

Governance, structure and management (continued)

Risk management (continued)

Governance and management looks at the risks in relation to the skills and training of its Trustees and staff and the good use of its resources.

Operational looks at the risks inherent in the charity's activities – staff and volunteers engaging in inappropriate activities, shortcomings in the service provided, difficulties with staff, poor health and safety, lack of a disaster recovery policy, etc.

Financial risks include those arising as a result of poor budgetary control, inappropriate spending, poor accounting, inappropriate investment policies, global downturn in markets, etc.

Reputation looks at possible damage to the charity's reputation.

Laws, regulations, external and environment look at the effect of government policies, the consequences of non-compliance with laws and regulations and poor risk assessment.

The Trustees regularly review the measures already in place, or needing to be put in place, to establish policies, systems and procedures to mitigate those risks identified in the annual review and ensure that action is taken to implement changes to those policies, systems and procedures should they be needed to minimise or manage any potential impact on the charity should those risks materialise.

This work has identified a number of key risks for the charity which are described below together with the principal ways in which they are mitigated:

Risk 1. Recruitment of the Director of Service

This key role of Director of DCSVP Services is one of governance, strategic planning and support of the Subsidiaries. This position must also embrace and actively promote the Vincentian Values and Mission. Following an unsuccessful round of recruitment and not wanting to leave the post unfilled for a sustained length of time, the Trustees have decided to split the role and appoint two people:

1. Director of Mission who will lead the VIVAT programme
2. Operational Manager who will focus on governance and strategic planning.

The hope is that in time a Director of DCSVP Services will be appointed.

Risk 2. Reporting by the Subsidiaries

One of the key concerns for the Trustees of DCSVP Services is the quality and up to date information of the reports they receive from the Subsidiaries. During the year a standard template has been developed to ensure accountability from the Subsidiaries to report on specific areas which cause most concern. Looking to the future the Trustees also hope to issue a template for the management accounts and budgets of the Subsidiaries. This will allow not only the Trustees of DCSVP Services to receive financial reporting of a higher standard, but also the Trustees of the Subsidiaries will benefit likewise.

Governance, structure and management (continued)

Risk management (continued)

Risk 3. Funding challenges of the Group

DCSVP Services is in its fourth year of operation and although it was very grateful for two large grants in its first couple of years, it now needs to look for funding for the future. Also most of the Subsidiaries are small and reliant on grants and donations to support their activities. Funding through grants and donations continues to be a concern, with fewer grants being available to the group. The Trustees made a decision in the year to employ a group fundraiser. Subsequent to the year end, a self-employed fundraiser has been engaged and it is hoped that once she is familiar with DCSVP Services and the other charities in the group, she will actively seek new fundraising streams, thus allowing the vital work of the group to continue into the future.

Public benefit

The Trustees confirm that they have complied with their duty under section 17 of the Charities Act 2011 to have regard to the Charity Commission's guidance on public benefit.

The Trustees have referred to the guidance contained in the Charity Commission's guidance on public benefit and demonstrate in detail throughout this report the ways in which the charity and group has been faithful to this.

Approved by the Trustees and signed on their behalf by:

Ellen T Flynn
Trustee

Approved by the Trustees on: 12 December 2016

Independent auditor's report to the members of The Daughters of Charity of St Vincent de Paul Services

We have audited the consolidated financial statements of The Daughters of Charity of St Vincent de Paul Services for the year ended 31 March 2016 which comprise the consolidated statement of financial activities, the group and parent charity balance sheets, the consolidated statement of cash flows, the principal accounting policies and the related notes. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice), including FRS102, the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland.

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company's and the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Respective responsibilities of Trustees and auditor

As explained more fully in the statement of Trustees' responsibilities set out in the Trustees' report, the Trustees (who are also the directors of the charitable company for the purposes of company law) are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view.

Our responsibility is to audit and express an opinion on the financial statements in accordance with applicable law and International Standards on Auditing (UK and Ireland). Those standards require us to comply with the Auditing Practices Board's (APB's) Ethical Standards for Auditors.

Scope of the audit of the financial statements

An audit involves obtaining evidence about the amounts and disclosures in the financial statements sufficient to give reasonable assurance that the financial statements are free from material misstatement, whether caused by fraud or error. This includes an assessment of: whether the accounting policies are appropriate to the charitable company's circumstances and have been consistently applied and adequately disclosed; the reasonableness of significant accounting estimates made by the Trustees; and the overall presentation of the financial statements. In addition, we read all the financial and non-financial information in the Trustees' report to identify material inconsistencies with the audited financial statements and to identify any information that is apparently materially incorrect based on, or materially inconsistent with, the knowledge acquired by us in the course of performing the audit. If we become aware of any apparent material misstatements or inconsistencies we consider the implications for our report.

Opinion on financial statements

In our opinion the financial statements:

- ◆ give a true and fair view of the state of the group's and the parent charitable company's affairs as at 31 March 2016 and of the group's income and expenditure for the year then ended;
- ◆ have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice; and
- ◆ have been prepared in accordance with the requirements of the Companies Act 2006.

Opinion on other matter prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit, the information given in the Trustees' report for the financial year for which the financial statements are prepared is consistent with the financial statements and the Trustees' report has been prepared in accordance with applicable legal requirements. Also, in our opinion, in light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have identified no material misstatements in the Trustees' report.

Matters on which we are required to report by exception

We have nothing to report in respect of the following matters where the Companies Act 2006 requires us to report to you if, in our opinion:

- ◆ adequate accounting records have not been kept or returns adequate for our audit have not been received from branches not visited by us; or
- ◆ the financial statements are not in agreement with the accounting records and returns; or
- ◆ certain disclosures of Trustees' remuneration specified by law are not made; or
- ◆ we have not received all the information and explanations we require for our audit; or
- ◆ the Trustees were not entitled to take advantage of the small companies exemption from the requirement to prepare a Strategic Report.

Amanda Francis, Senior Statutory Auditor
for and on behalf of Buzzacott LLP, Statutory Auditor
130 Wood Street
London
EC2V 6DL

15 December 2016

Consolidated statement of financial activities Year to 31 March 2016
(including income and expenditure account)

	Notes	Un- restricted funds £	Restricted investment fund £	Other restricted funds £	Year to 31 March 2016 £	Year to 31 March 2015 £
Income:						
Donations and grants	2	1,988,687	—	404,788	2,393,475	674,686
Investment income and interest receivable		85,799	—	—	85,799	90,634
Charitable activities						
. Crèche and Contact Centre fees		15,326	—	—	15,326	16,981
. Fees receivable for home care visiting services		1,068,337	—	—	1,068,337	339,948
. Fees received for supporting people with learning disabilities		3,964,650	—	—	3,964,650	—
Other		10,457	—	—	10,457	1,155
Total income		7,133,256	—	404,788	7,538,044	1,123,404
Expenditure:						
Expenditure on charitable activities						
. Charitable services and the safeguarding and deepening of the Vincentian character of those services	3	5,034,259	—	365,177	5,399,436	705,792
Total expenditure		5,034,259	—	365,177	5,399,436	705,792
Net income for the year before investment (losses) gains		2,098,997	—	39,611	2,138,608	417,612
Unrealised (losses) gains on listed investments		—	(54,331)	—	(54,331)	147,615
Net income (expenditure) for the year before transfers	5	2,098,997	(54,331)	39,611	2,084,277	565,227
Transfers between funds	13	(85,869)	—	85,869	—	—
Net income (expenditure) and net movement in funds for the year		2,013,128	(54,331)	125,480	2,084,277	565,227
Reconciliation of funds:						
Balance brought forward at 1 April 2015		429,296	2,100,639	91,372	2,621,307	2,056,080
Balance carried forward at 31 March 2016		2,442,424	2,046,308	216,852	4,705,584	2,621,307

All of the group's activities are derived from continuing operations during the above financial years.

Aside from income from donations and grants, all income received in the year to 31 March 2015 related to unrestricted funds.

The comparative information for donations and grants and expenditure is broken down by fund in notes 2, 3 and 4.

Balance sheets 31 March 2016

	Notes	Group		Charity	
		2016 £	2015 £	2016 £	2015 £
Fixed assets:					
Tangible assets	8	21,734	5,929	—	—
Investments	9	2,046,308	2,100,639	2,046,308	2,100,639
Total fixed assets		2,068,042	2,106,568	2,046,308	2,100,639
Current assets:					
Debtors	10	982,199	103,485	—	3,414
Cash at bank and in hand		2,059,607	468,239	408,169	249,302
Total current assets		3,041,806	571,724	408,169	252,716
Liabilities:					
Creditors: amounts falling due within one year	11	(404,264)	(56,985)	(955)	(5,404)
Net current assets		2,637,542	514,739	407,214	247,312
Total net assets		4,705,584	2,621,307	2,453,522	2,347,951
The funds of the charity:					
Restricted investment fund	12	2,046,308	2,100,639	2,046,308	2,100,639
Other restricted funds	13	216,852	91,372	195,683	74,220
Unrestricted funds					
. Designated funds	14	2,230,893	256,204	—	—
. General fund		211,531	173,092	211,531	173,092
		4,705,584	2,621,307	2,453,522	2,347,951

Approved by the Trustees and signed on their behalf by:

Margaret Bannerton
Trustee

Approved by the Trustees on: 12 December 2016

The Daughters of Charity of St Vincent de Paul Services – Company Registration Number 07638065 (England and Wales)

Consolidated statement of cash flows Year to 31 March 2016

	Notes	2016 £	2015 £
Cash flows from operating activities:			
Net cash provided by operating activities	A	1,531,552	270,507
Cash flows from investing activities:			
Investment income and interest received		85,799	90,634
Purchase of tangible fixed assets		(25,983)	(4,413)
Net cash provided by investing activities		59,816	86,221
Change in cash and cash equivalents in the year		1,591,368	356,728
Cash and cash equivalents at 1 April 2015	B	468,239	111,511
Cash and cash equivalents at 31 March 2016	B	2,059,607	468,239

Notes to the consolidated statement of cash flows for the year to 31 March 2016.

A Reconciliation of net movement in funds to net cash provided by operating activities

	2016 £	2015 £
Net movement in funds (as per the statement of financial activities)	2,084,277	565,227
Adjustments for:		
Depreciation charge	10,178	2,029
Losses (gains) on investments	54,331	(147,615)
Investment income and interest receivable	(85,799)	(90,634)
Increase in debtors	(878,714)	(100,823)
Increase in creditors	347,279	42,323
Net cash provided by operating activities	1,531,552	270,507

B Analysis of cash and cash equivalents

	2016 £	2015 £
Total cash and cash equivalents: Cash at bank and in hand	2,059,607	468,239

Principal accounting policies 31 March 2016

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are laid out below.

Basis of preparation

These financial statements have been prepared for the year to 31 March 2016.

The financial statements have been prepared under the historical cost convention with items recognised at cost or transaction value unless otherwise stated in the relevant accounting policies below or the notes to these financial statements.

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their financial statements in accordance with the Financial Reporting Standard applicable in the United Kingdom and Republic of Ireland (Charities SORP FRS 102) issued on 16 July 2014, the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) and the Companies Act 2006.

The date of transition to Charities SORP FRS 102 was 1 April 2014. The end of the accounting reference date in respect to the charity's last annual financial statements determined in accordance with the previous financial reporting framework was 31 March 2015. This is the first set of the charity's financial statements prepared in accordance with the Charities SORP FRS 102.

The charity constitutes a public benefit entity as defined by FRS 102.

The financial statements are presented in sterling and are rounded to the nearest pound.

Reconciliation with previous Generally Accepted Accounting Practice

In preparing the accounts, the Trustees have considered whether in applying the accounting policies required by FRS 102 and the Charities SORP FRS 102 a restatement of comparative items was needed. Other than presentational adjustments to reanalyse expenditure for the year ended 31 December 2014 to accord with the format prescribed in the Charities SORP FRS 102, no further restatements were required. Specifically, governance costs which were previously reported as a separate line of expenditure within the statement of financial activities are now allocated to expenditure on charitable activities.

In accordance with the requirements of FRS 102 a reconciliation of the net income for the year is provided with the net income under previous GAAP adjusted for the presentation of investment gains as a component of reported income:

	2015 £
Reconciliation of reported income:	
Net income as previously stated	417,612
Adjustment for gains on investments now treated as a component of net income	147,615
2015 net income as restated	<u>565,227</u>

Critical accounting estimates and areas of judgement

Preparation of the financial statements requires the trustees and management to make significant judgements and estimates.

The items in the financial statements where these judgements and estimates have been made include:

- ◆ estimating the useful economic life of tangible fixed assets for the purpose of determining the depreciation charge.
- ◆ assessing the probability of the receipt of legacies.

Assessment of going concern

The Trustees have assessed whether the use of the going concern assumption is appropriate in preparing these financial statements. The Trustees have made this assessment in respect to a period of one year from the date of approval of these financial statements.

The Trustees of the charity have concluded that there are no material uncertainties related to events or conditions that may cast significant doubt on the ability of the charity to continue as a going concern. The Trustees are of the opinion that the charity will have sufficient resources to meet its liabilities as they fall due. The most significant areas of judgement that affect items in the financial statements are detailed above.

With regard to the next accounting period, the year ending 31 March 2017, the most significant areas that affect the carrying value of the assets held by the charity are the level of investment return and the performance of the investment markets (see the investment policy and the risk management sections of the Trustees' report for more information).

The next couple of years will be challenging for Vincentian Care Plus Limited from a financial perspective with a need for careful budgeting and the monitoring of cash flows. This charity's financial position will also be reliant on it meeting its targets as set out within its contractual agreement and on the funding climate generally. In particular, the charity's finances are impacted directly by the number of Service users referred or transferred to it by Westminster Borough Council and on the contract price it is paid. The contract price is to be reviewed in January 2017 when it is hoped that the hourly price will be increased. The trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust (Charity Registration Number 236803) have confirmed that they will continue to provide financial and other support to the charity in the short to medium term to enable it to remain a going concern and to give it time to adapt to the new contractual arrangements described in the trustees' report.

The principal financial risk for St Vincent's Family Project remains the impact of the general economic conditions and continued austerity cuts on the charity's funders. Whilst the current level of funding for 2016/17 coupled with the closure of Safe Space suggests that the charity will reach its income targets, the trustees remain mindful that continued efforts need to be made to attract new funding and additional income streams.

Basis of consolidation

At 31 March 2016, DCSVP Services had four wholly owned subsidiaries: St Vincent's Family Project (Company Registration Number 07638620 (England and Wales)) (Charity Registration Number 1142095), Out There Supporting Families of Prisoners Limited (Company Registration Number 6239170 (England and Wales)) (Charity Registration Number 1120342), Vincentian Care Plus Limited (Company Registration Number 05321333 (England and Wales)) (Charity Registration Number 1112473) and St Joseph's Services Limited (Company Registration Number SC500182 (Scotland)) (Charity Registration Number SC045482 (Scotland)). The subsidiaries' results have been consolidated into the financial statements on a line by line basis.

A Statement of Financial Activities for the charity alone has not been prepared. The charity had total income for the year of £221,775 (2015 - £326,964) and total expenditure of £61,873 (2015 - £123,301), resulting in net income of £159,902 (2015 - £203,663). Net investment losses of £54,331 (2015 – net investment gains of £147,615) resulted in a net movement in funds of £105,571 (2015 - £351,278).

Income recognition

Income is recognised in the period in which the charity has entitlement to the income, the amount of income can be measured reliably and it is probable that the income will be received.

Income comprises donations and grants, investment income, Crèche and Contact Centre fees, fees receivable for home care visiting services and other income.

Donations are recognised when the charity has confirmation of both the amount and settlement date. In the event of donations pledged but not received, the amount is accrued for where the receipt is considered probable. In the event that a donation is subject to conditions that require a level of performance before the Charity is entitled to the funds, the income is deferred and not recognised until either those conditions are fully met, or the fulfilment of those conditions is wholly within the control of the Charity and it is probable that those conditions will be fulfilled in the reporting period.

Donated services and facilities provided to the charity are recognised in the period when it is probable that the economic benefits will flow to the charity, provided they can be measured reliably. This is normally when the service is provided/the facilities are used by the charity. An equivalent amount is included as expenditure.

Donated services and facilities are recognised on the basis of the value of the gift to the charity which is the amount the charity would have been willing to pay to obtain facilities or services of equivalent economic benefit on the open market.

In accordance with the Charities SORP FRS 102 volunteer time is not recognised.

Income recognition (continued)

Grants from government and other agencies have been included as income from charitable activities where these amount to a contract for services, but as donations where the money is given in response to an appeal or with greater freedom of use, for example monies for core funding.

Legacies are included in the statement of financial activities when the charity is entitled to the legacy, the executors have established that there are sufficient surplus assets in the estate to pay the legacy, and any conditions attached to the legacy are within the control of the charity.

Entitlement is taken as the earlier of the date on which either: the charity is aware that probate has been granted, the estate has been finalised and notification has been made by the executor to the charity that a distribution will be made, or when a distribution is received from the estate. Receipt of a legacy, in whole or in part, is only considered probable when the amount can be measured reliably and the charity has been notified of the executor's intention to make a distribution.

Where legacies have been notified to the charity, or the charity is aware of the granting of probate, but the criteria for income recognition have not been met, then the legacy is treated as a contingent asset and disclosed if material. In the event that the gift is in the form of an asset other than cash or a financial asset traded on a recognised stock exchange, recognition is subject to the value of the gift being reliably measurable with a degree of reasonable accuracy and the title of the asset having been transferred to the charity.

Dividends are recognised once the dividend has been declared and notification has been received of the dividend due.

Interest on funds held on deposit is included when receivable and the amount can be measured reliably by the Charity; this is normally upon notification of the interest paid or payable by the bank.

Fees receivable for home care visiting services are accounted for on an accruals basis. Income is recognised at fair value when the charity becomes entitled to the funds under its contractual agreements.

Crèche and contact centre income is recognised to the extent that it is probable that the economic benefits will flow to the charity and the revenue can be reliably measured. It is measured at fair value of the consideration received or receivable, excluding any discounts and value added tax.

Other income is measured at fair value and accounted for on an accruals basis.

Expenditure recognition

Liabilities are recognised as expenditure as soon as there is a legal or constructive obligation committing the charity to make a payment to a third party, it is probable that a transfer of economic benefits will be required in settlement and the amount of the obligation can be measured reliably.

All expenditure is stated inclusive of irrecoverable VAT.

All expenditure is accounted for on an accruals basis. The costs of charitable activities comprise expenditure on the charity's primary charitable purposes as described in the trustees' report. Such costs include:

- ◆ the provision of a safe and stimulating environment where parents and children can take part in activities together and as individuals;
- ◆ the provision of a home care visiting service;
- ◆ the provision of a supportive, compassionate and caring service to prisoners' families; and
- ◆ safeguarding and deepening the Vincentian character and values of the projects and services that are run or have been founded by the Daughters of Charity of St Vincent de Paul through the VIVAT programme and assisting them in planning for long term sustainability, assisting them in infrastructural needs and best practice in governance through organisational development services.

Allocation of support and governance costs

The provision of charitable activities in each of the subsidiaries and the charity requires expenditure on support and administrative services. In addition, in order to carry out the primary purposes of each charity within the group it is necessary to incur expenditure on support in the form of accounting, office services and a suitable working environment.

Governance costs comprise the costs involving the public accountability of the charity and subsidiaries (including audit costs) and costs in respect to compliance with regulation and good practice.

The governance and support costs relating to the charity and each subsidiary are included within the relevant expenditure category described above.

All costs are directly attributable to specific activities.

Tangible fixed assets

All assets costing more than £500 and with an expected useful life exceeding one year are capitalised.

Depreciation is provided at the following annual rate in order to write off each asset over its estimated useful life:

- ◆ Furniture and equipment 25% on cost

Tangible fixed assets (continued)

◆ Computer equipment	25% on cost
◆ Motor Vehicles	25% on cost
◆ Building improvements	20% on cost

Fixed asset investments

Listed investments are a form of basic financial instrument and are initially recognised at their transaction value and subsequently measured at their fair value as at the balance sheet date using the closing quoted market price.

The charity does not acquire put options, derivatives or other complex financial instruments.

As noted above the main form of financial risk faced by the charity is that of volatility in equity markets and investment markets due to wider economic conditions, the attitude of investors to investment risk, and changes in sentiment concerning equities and within particular sectors or sub sectors.

Realised gains (or losses) on investment assets are calculated as the difference between disposal proceeds and their opening carrying value or their purchase value if acquired subsequent to the first day of the financial year. Unrealised gains and losses are calculated as the difference between the fair value at the year end and their carrying value at that date. Realised and unrealised investment gains (or losses) are combined in the statement of financial activities and are credited (or debited) in the year in which they arise.

Debtors

Debtors are recognised at their settlement amount, less any provision for non-recoverability. Prepayments are valued at the amount prepaid. They have been discounted to the present value of the future cash receipt where such discounting is material.

Cash at bank and in hand

Cash at bank and in hand represents such accounts and instruments that are available on demand or have a maturity of less than three months from the date of acquisition. Deposits for more than three months but less than one year have been disclosed as short term deposits.

Creditors and provisions

Creditors and provisions are recognised when there is an obligation at the balance sheet date as a result of a past event, it is probable that a transfer of economic benefit will be required in settlement, and the amount of the settlement can be estimated reliably. Creditors and provisions are recognised at the amount the Charity anticipates it will pay to settle the debt. They have been discounted to the present value of the future cash payment where such discounting is material.

Fund structure

The general fund comprises those monies which may be used towards meeting the charitable objectives of the charity and which may be applied at the discretion of the Trustees.

The designated funds are monies set aside out of general funds and designated for specific purposes by the Trustees.

The restricted investment fund comprises monies donated to the charitable company and held with a principal objective of investing the funds and of at least maintaining the absolute value of the capital at all times and with a secondary objective of generating income. The income therefrom is credited directly to unrestricted funds. The capital of the fund may be applied towards meeting expenditure should the financial position of the charitable company require this and provided there is consultation with the Trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust, the charity which gave the original donation.

Other restricted funds are monies raised for, and their use restricted to, a specific purpose, or donations subject to donor imposed conditions.

Pension contributions

Contributions in respect of the charity's defined contribution pension scheme and auto enrolment schemes are charged to the statement of financial activities when they are payable to the scheme. The charity's contributions are restricted to the contributions disclosed in note 6. There were no outstanding contributions at the year end. The charity has no liability beyond making its contributions and paying across the deductions for the employees' contributions.

1 Activities of the subsidiary companies

A summary of the financial statements of the subsidiary companies for the period ended 31 March 2016 is as follows:

	Vincentian Care Plus £	Out There Supporting Families of Prisoners £	St Vincent's Family Project £	St Joseph's Services £
Income	1,094,615	163,375	312,154	5,746,124
Expenditure	(1,040,799)	(110,862)	(280,903)	(3,904,999)
Net income	53,816	52,513	31,251	1,841,125
Tangible fixed assets	1,382	1,334	2,073	16,945
Current assets	282,950	110,704	107,280	2,132,703
Creditors: amounts falling due within one year	(52,548)	(1,800)	(40,438)	(308,523)
Total net assets	231,784	110,238	68,915	1,841,125
Represented by:				
Restricted funds	—	18,319	2,850	—
Unrestricted funds				
· Designated funds	—	40,000	—	—
· General funds	231,784	51,919	66,065	1,841,125
	231,784	110,238	68,915	1,841,125

2 Donations and grants

Group	Unrestricted funds £	Restricted investment fund £	Other restricted funds £	Year to 31 March 2016 £	Year to 31 March 2015 £
Government grants	—	—	—	—	12,588
Other grants	123,825	—	399,912	523,737	289,928
Exceptional donation on incorporation	1,744,157	—	—	1,744,157	186,755
Donations and gifts in kind	120,705	—	4,876	125,581	185,415
2016 Total funds	1,988,687	—	404,788	2,393,475	674,686
2015 Total funds	399,265	—	275,421	674,686	

With effect from 1 April 2015 St Joseph's Services Limited, Charity Registration Number SC045482, Company Limited by Guarantee Registration Number SC500182 (Scotland), became a subsidiary of DCSVP Services.

As a result, funds of £1,744,157 were introduced into the group as at 1 April 2015.

With effect from 1 December 2014 two charitable companies became subsidiaries of DCSVP Services:

- ◆ Vincentian Care Plus Limited, Charity Registration Number 1112473, Company Limited by Guarantee Registration Number 05321333 (England and Wales).

2 Donations and grants (continued)

- ◆ Out There Supporting Families of Prisoners Limited, Charity Registration Number 1120342, Company Limited by Guarantee Registration Number 6239170 (England and Wales).

As a result, funds of £186,755 were introduced into the group as at 1 December 2014. This comprised £104,220 in respect to Vincentian Care Plus Limited and £82,535 in respect to Out There Supporting Families of Prisoners Limited.

3 Charitable services and the safeguarding and deepening of the Vincentian character of those services

Group	Unrestricted funds £	Restricted investment fund £	Other restricted funds £	Year to 31 March 2016 £	Year to 31 March 2015 £
Provision of services to vulnerable families and children	6,180	—	274,723	280,903	261,144
Provision of home care visiting services	1,025,715	—	15,084	1,040,799	288,152
Provision of support for people with learning disabilities	3,904,999	—	—	3,904,999	—
Provision of support for families of prisoners	44,029	—	66,833	110,862	33,195
Provision of VIVAT services	—	—	8,537	8,537	44,743
Provision of organisational development services	53,336	—	—	53,336	78,558
2016 Total funds	5,034,259	—	365,177	5,399,436	705,792
2015 Total funds	363,400	—	342,392	705,792	—

Group	Staff costs £	Premises £	Welfare, support and office costs £	Governance costs £	VIVAT programme costs £	Year to 31 March 2016 £	Year to 31 March 2015 £
Vulnerable families and children	210,402	40,402	24,819	5,280	—	280,903	261,144
Home care visiting services	905,398	46,985	82,536	5,880	—	1,040,799	288,152
Provision of support for people with learning disabilities	3,546,749	68,970	280,940	8,340	—	3,904,999	—
Support for families of prisoners	84,056	6,703	19,203	900	—	110,862	33,195
VIVAT Services	—	—	—	—	8,537	8,537	44,743
Organisational development services	29,217	—	21,696	2,423	—	53,336	78,558
2016 Total funds	4,775,822	163,060	429,194	22,823	8,537	5,399,436	705,792
2015 Total funds	534,178	57,879	96,149	11,470	6,116	705,792	—

4 Governance costs

Group	Unrestricted funds £	Restricted investment fund £	Other restricted funds £	Year to 31 March 2016 £	Year to 31 March 2015 £
Statutory audit services	22,800	—	—	22,800	11,367
Bank charges	23	—	—	23	103
	<u>22,823</u>	<u>—</u>	<u>—</u>	<u>22,823</u>	<u>11,470</u>
	<u>11,470</u>	<u>—</u>	<u>—</u>	<u>11,470</u>	

5 Net income (expenditure) for the year

This is stated after charging:

Group	Year to 31 March 2016 £	Year to 31 March 2015 £
Staff costs (note 6)	4,775,822	534,178
Auditor's remuneration (excluding VAT)		
. Statutory audit services	22,800	11,367
. Other services	—	3,600
Depreciation (note 8)	10,178	2,029

6 Staff costs and remuneration of key management personnel

Group	Year to 31 March 2016 £	Year to 31 March 2015 £
Staff costs during the year were as follows:		
Wages and salaries	4,420,182	475,124
Social security costs	276,747	30,350
Pension costs	47,916	6,146
	<u>4,744,845</u>	<u>511,620</u>
Redundancy	9,334	—
Contract workers	21,643	22,558
	<u>4,775,822</u>	<u>534,178</u>

Staff costs per function were as follows:

Group	Year to 31 March 2016 £	Year to 31 March 2015 £
Provision of services to vulnerable families and children	210,402	191,724
Provision of home care visiting services	905,398	237,271
Provision of support for people with learning disabilities	3,546,749	—
Provision of support for families of prisoners	84,056	24,405
Provision of VIVAT services	—	35,476
Provision of organisational development services	29,217	45,302
	<u>4,775,822</u>	<u>534,178</u>

There were no employees who earned £60,000 per annum or more (including benefits) during the year (2015 – none).

6 Staff costs and remuneration of key management personnel (continued)

The average number of employees, analysed by function, was:

Group	Year to 31 March 2016	Year to 31 March 2015
Provision of services to vulnerable families and children	15	17
Provision of home care visiting services	68	57
Provision of support for people with learning disabilities	242	—
Provision of support for families of prisoners	5	4
Provision of VIVAT services	—	1
Provision of organisational development services	1	1
	331	80

The key management personnel of the charity in charge of directing and controlling, running and operating the charity on a day to day basis comprise the Trustees and the Finance and Business Director. The total remuneration (including taxable but excluding employer's pension contributions) of the key management personnel for the year was £nil (2015 - £nil).

The total remuneration (including taxable but excluding employer's pension contributions) of the key management personnel of the Group for the year was £392,456 (2015 - £359,620).

None of the trustees received any remuneration in respect of their services during either of the above years. Expenses were not reimbursed to the trustees (2015 – none).

7 Taxation

DCSVP Services is a registered charity and, therefore, is not liable to income tax or corporation tax on income derived from its charitable activities, as it falls within the various exemptions available to registered charities.

8 Tangible fixed assets

Group	Furniture and equipment £	Computer equipment £	Motor vehicles £	Building improvements £	Total £
Cost					
At 1 April 2015	24,822	5,097	—	—	29,919
Additions	5,545	1,507	16,295	2,636	25,983
Disposals	(9,688)	—	—	—	(9,688)
At 31 March 2016	20,679	6,604	16,295	2,636	46,214
Depreciation					
At 1 April 2015	19,953	4,037	—	—	23,990
Charge for year	4,069	1,436	2,037	2,636	10,178
Disposals	(9,688)	—	—	—	(9,688)
At 31 March 2016	14,334	5,473	2,037	2,636	24,480
Net book values					
At 31 March 2016	6,345	1,131	14,258	—	21,734
At 31 March 2015	4,869	1,060	—	—	5,929

Charity

The charity had no tangible fixed assets at any time during the two years to 31 March 2016.

9 Investments

Group and charity	2016 £	2015 £
Listed investments		
Market Value at 1 April 2015	2,100,639	1,953,024
Net (losses) gains on revaluation	(54,331)	147,615
Market value at 31 March 2016	2,046,308	2,100,639
Costs of listed investments at 31 March 2016	2,000,000	2,000,000

At 31 March 2016 listed investments were 100% held in Kames Ethical Corporate Bond Fund Class B (Inc.), a UK fixed interest unit trust.

All listed investments were dealt in on a recognised stock exchange.

10 Debtors

	Group		Charity	
	2016 £	2015 £	2016 £	2015 £
Prepayments and accrued income	40,025	21,532	—	—
Fees receivable	931,888	76,849	—	—
Other debtors	10,286	5,104	—	3,414
	982,199	103,485	—	3,414

11 Creditors: amounts falling due within one year

	Group		Charity	
	2016 £	2015 £	2016 £	2015 £
Sundry creditors	106,642	2,412	955	4,200
Accruals	131,935	15,921	—	—
Social Security and other taxes	132,225	13,652	—	1,204
Expense creditors	33,462	—	—	—
Loan from the Daughters of Charity of St Vincent de Paul Charitable Trust (note 17)	—	25,000	—	—
	404,264	56,985	955	5,404

12 Restricted investment fund

This fund comprises a grant from the Daughters of Charity of St Vincent de Paul Charitable Trust and is held with the principal objective of maintaining the absolute value of the grant. A secondary objective is to generate income to be applied towards the cost of the charitable company's expenditure.

Group and charity	Restricted investment fund £
At 1 April 2015	2,100,639
Movement in year	(54,331)
At 31 March 2016	2,046,308

The capital of the fund may be applied towards meeting expenditure should the financial position of the charitable company require this and provided there is consultation with the Trustees of the Daughters of Charity of St Vincent de Paul Charitable Trust, the charity which gave the original donation.

13 Other restricted funds

The income funds of the group and charity include the following other restricted funds comprising the following unexpended balances of donations and grants held on trust to be applied for specific purposes:

	At 1 April 2015 £	Income £	Expenditure £	Transfers £	At 31 March 2016 £
VIVAT Project	15,381	70,573	(8,537)	—	77,417
Director's Salary	58,839	59,427	—	—	118,266
Charity other restricted funds	74,220	130,000	(8,537)	—	195,683
Family Space Project	—	111,296	(110,881)	—	415
Art and Drama Space Project	—	11,000	(91,229)	80,229	—
Safe Space Project	—	64,433	(70,073)	5,640	—
Advice Space Project	—	4,975	(2,540)	—	2,435
Rent fund	—	15,084	(15,084)	—	—
Staff costs fund	12,917	59,000	(55,500)	—	16,417
Database fund	2,800	—	(2,800)	—	—
Support Group fund	454	—	(454)	—	—
Family days fund	981	—	(481)	—	500
Travel fund	—	5,000	(3,598)	—	1,402
Other small funds	—	4,000	(4,000)	—	—
Group other restricted funds	91,372	404,788	(365,177)	85,869	216,852

Projects where the restricted funds are insufficient to cover all related costs are supported by a transfer from unrestricted funds.

The specific purposes for which the funds are or were to be applied are as follows:

VIVAT Project

The VIVAT Project comprises monies provided as a contribution towards the costs of running the Vincentian Values training programmes.

Director's Salary

The Director's Salary fund comprises monies given specifically towards the salary of a Director for DCSVP Services.

Family Space Project

Funds provided to assist with the Family Space Project.

Art and Drama Space Project

Funds provided specifically as a contribution to costs associated with the Art and Drama Space Project.

Safe Space Project

Funds provided specifically to assist with the Safe Space Project.

Advice Space Project

Funds provided specifically to assist with the Advice Space Project.

13 Other restricted funds (continued)

Rent fund

The rent fund represented funding received from the Westminster Foundation towards the rental costs of the new offices.

Staff costs fund

The staff costs fund comprises monies given towards various salaries at Out There Supporting Families of Prisoners Limited.

Database fund

The Database fund comprised monies received to help with the cost of creating and installing a database system at Out There Supporting Families of Prisoners Limited.

Support Group fund

The Support Group fund represented funding received to provide 8 sessions of the support group for families of sex offenders.

Family days fund

The family days fund represents funding received to provide for two family days at the premises of Out There Supporting Families of Prisoners Limited to reduce the isolation lone parents feel.

Travel Fund

The travel fund represents funding received to support the travel costs of support workers who visit families in their own homes.

14 Designated funds

The income funds of the group include the following designated funds which have been set aside out of unrestricted funds by the Trustees for specific purposes:

Group	At 1 April 2015 £	New designations £	Utilised/ released £	At 31 March 2016 £
St Vincent's Family Project	37,664	120,450	(92,049)	66,065
Vincentian Care Plus	177,967	1,079,532	(1,025,715)	231,784
St Joseph's Services	—	5,746,124	(3,904,999)	1,841,125
Out There Support Families of Prisoners	40,573	95,375	(44,029)	91,919
	256,204	7,041,481	(5,066,792)	2,230,893

The funds have been designated for the following purposes:

St Vincent's Family Project

This fund represents the net assets of St Vincent's Family Project.

Vincentian Care Plus

This fund represents the net assets of Vincentian Care Plus Limited.

St Joseph's Services

This fund represents the net assets of St Joseph's Services Limited

14 Designated funds (continued)

Out There Supporting Families of Prisoners

This fund represents the net assets of Out There Supporting Families of Prisoners Limited.

The charity had no designated funds at 31 March 2016 (2015 – none).

15 Analysis of net assets between funds

Group	General fund £	Designated funds £	Restricted investment fund £	Other restricted funds £	At 31 March 2016 £
Tangible fixed assets	—	21,734	—	—	21,734
Investments	—	—	2,046,308	—	2,046,308
Current assets	212,486	2,612,468	—	216,852	3,041,806
Creditors: amounts falling due within one year	(955)	(403,309)	—	—	(404,264)
	211,531	2,230,893	2,046,308	216,852	4,705,584

Charity	General fund £	Designated funds £	Restricted investment fund £	Other restricted funds £	At 31 March 2016 £
Investments	—	—	2,046,308	—	2,046,308
Current assets	212,486	—	—	195,683	408,169
Creditors: amounts falling due within one year	(955)	—	—	—	(955)
	211,531	—	2,046,308	195,683	2,453,522

The total unrealised gains as at 31 March 2016 constitutes movements on the revaluation of listed investments.

	Total 2016 £
Unrealised gains included above	
Total unrealised gains at 31 March 2016	46,308
Reconciliation of movements in unrealised gains	
Total unrealised gains at 1 April 2015	100,639
Less: net losses arising on revaluations in the year	(54,331)
Total unrealised gains at 31 March 2016	46,308

All unrealised gains included within the group accounts relate to the charity.

16 Connected organisations

The charitable company is related to the Daughters of Charity of St Vincent de Paul Charitable Trust (the Charitable Trust) (Charity Registration No. 236803) by virtue of the fact that seven of its trustees are also trustees of the Charitable Trust.

Transactions between the charitable company and the Charitable Trust during the year were as follows:

- ◆ The Charitable Trust gave a donation of £Nil (2015 - £100,000) to the charitable company to meet core and salary costs (2015 – a grant to be invested to generate income to be applied towards the expenditure of the charitable company).
- ◆ Included in donation and gifts in kind is an amount of £16,800 (2015 - £16,115) representing facilities and staff costs donated by the Charitable Trust, which have been valued by the Trustees for the purposes of these financial statements.

Connected organisations of subsidiaries

St Vincent's Family Project

St Vincent's Family Project is related to the Methodist Central Hall by virtue of the fact that one of its trustees is a trustee of Methodist Central Hall, a further trustee is a trustee and senior employee of the Methodist Central Hall, a third trustee is a member of the Methodist Central Hall, and a fourth trustee is a deacon of the Methodist Central Hall.

The transactions between the two organisations during the year were as follows:

- ◆ During the year the Project contributed service charges to the Methodist Central Hall of £6,144 (2015 - £6,144), £512 (2015 - £512) of which was accrued at the period end. In addition, the project paid rent to the Methodist Central Hall of £22,800 (2015 - £22,800), £1,900 (2015 - £1,900) of which was accrued at the end of the year.
- ◆ During the year the Methodist Central Hall gave a donation of £40,666 (2015 – £49,750) to the Project for use in meeting core costs.

St Vincent's Family Project is related to the Daughters of Charity of St Vincent de Paul Charitable Trust by virtue of the fact that one of its Trustees is also a Trustee of the Charitable Trust. The transactions during the year were as follows:

- ◆ St Vincent's Family Project was given a donation of £25,000 (2015 - £nil) from the Daughters of Charity of St Vincent de Paul for use in meeting core costs.

16 Connected organisations (continued)

Connected organisations of subsidiaries (continued)

St Vincent's Family Project (continued)

- ◆ In 2015, St Vincent's Family Project received a loan of £25,000 from the Daughters of the Charity of St Vincent de Paul Charitable Trust to cover the short term cash flow requirements. Interest was not payable on the loan and the loan was not subject to specific repayment terms. The loan has been repaid in full during this year.

Out There Supporting Families of Prisoners Limited

Out There Supporting Families of Prisoners Limited is connected to the Daughters of Charity of St Vincent de Paul Charitable Trust by virtue of the fact that three Trustees of Out There Supporting Families of Prisoners Limited are also Trustees of the Charitable Trust.

- ◆ Out there Supporting Families of Prisoners Limited was given a grant of £79,000 (2015 - £42,500) from the Daughters of Charity of St Vincent de Paul for use in meeting staff costs.

St Joseph's Services Limited

St Joseph's Services Limited is connected to the Daughters of Charity of St Vincent de Paul Charitable Trust by virtue of the fact that two Trustees of St Joseph's Services are also Trustees of the Charitable Trust.

- ◆ During the year St Joseph's Services Limited received an exceptional donation of £1,744,157 on incorporation from the Daughters of Charity of St Vincent de Paul Charitable Trust.
- ◆ During the year St Joseph's Services Limited paid £40,400 in respect of rent to the Daughters of Charity of St Vincent de Paul Charitable Trust.

17 Liability of members

The charitable company is constituted as a company limited by guarantee incorporated in the United Kingdom. In the event of the charitable company being wound up, its members are required to contribute an amount not exceeding £1.

18 Ultimate control

The charitable company was controlled throughout the period by the Daughters of Charity of St Vincent de Paul by virtue of the fact that the members of the Congregation and/or the Superior General appoint the Trustees, who are also the members of the charitable company.